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@ *Special Transit*

## **Driver Safety Performance Evaluation Policy (Revised October 2006)**

Safety is the number one priority of all Special Transit employees because accidents and injuries have serious consequences for all of us. The safe operation of vehicles and the safe transportation of passengers are Special Transit's highest priorities. The Driver Safety Performance Evaluation Policy has grown out of this dedication to safety by describing the expectations for safe actions and defining the consequences for failure to act safely. This policy measures safety in two ways: 1) The drivers' company driving record. 2) The drivers' personal driving record.

**1. Company Driving Record:** The driving and safety performance of all Special Transit drivers is evaluated on a company point-scale measuring system. This system applies to all persons who operate a company vehicle, on public or private roadways, in the course of their employment. Accidents, safety violations, or moving/photo radar violations occurring while driving a company vehicle are included in this measuring system.

**Point Assessments:** Points will only be assessed on your company driving record if any of the following occur:

- You commit a safety violation
- You receive a citation for a moving violation or a photo radar violation while driving a company vehicle
- You are involved in a "Preventable Accident"

- Note: A PREVENTABLE Accident is one in which the driver has not taken all reasonable measures to avoid the accident.

**Points and company-related accidents assessed against your company driving record will remain in effect and will be removed as follows:**

- Full time employees: Twelve (12) months from the date of the occurrence
- 3/4 time employees: Eighteen (18) months from the date of the occurrence
- 1/2 time employees: Twenty (24) months from the date of the occurrence

Occurrence	General Incidents	Preventable Level I	Preventable Level II	Preventable Level III
<b>Accident:</b> Any time your vehicle comes in contact with anything other than the tires touching the ground resulting in property damage or injuries. Includes incidents (e.g. falls) occurring inside or outside the vehicle that could result in injury to passengers or others.	Points assessed in addition to/or in lieu of any accident/citation points	Property damage of \$1,500 or less.	Prop. Damage between \$1,501 - \$3,000	Prop. damage in excess of \$3,001
Accident <i>without injuries</i> and total damage for all property and/or vehicles involved falls between appropriate level guidelines.	<b>Points</b>	<b>1</b>	<b>2</b>	<b>3</b>

Failure to immediately report, from the scene, an accident in a company vehicle.*	3			
Failure to immediately report, from the scene, an incident occurring during the driver's normal daily routine. This includes incidents (e.g. falls) that could result in injury to passengers or others, or any incident involving you, the passengers, others, or the vehicle, etc.*	3			
Accident as the result of gross driver negligence with serious injury and/or property damage (over \$10,000).				6
An accident/incident as a result of failure to properly use restraints on a wheelchair, regardless of injury (includes electric wheelchairs, scooters, etc.).	4			
Failure to secure a wheelchair (electric wheelchair, scooter, etc.), regardless of injury/incident.	6			
Any unsafe action that has the potential for damage or injury or which may have caused or contributed to an accident.	1-3			
Minor traffic violations occurring in a company vehicle. Minor violations includes, but are not limited to photo radar, red light or speeding citations, failure to obey traffic signs or signals, failure to have your license in possession, inattentive driving, failure to yield the right of way, etc.	1			
Major traffic violations occurring in a company or personal vehicle. Major violations include, but are not limited to, driving while intoxicated or under the influence of drugs or alcohol (BAC .04 or higher); driving while impaired; failure to stop/report an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving with suspended or revoked license; reckless driving/speed contest; possession of opened container of alcoholic beverages or controlled substance; attempting to elude an officer of the law.	<b><u>Termination</u></b>			

**\* In addition to any other points as a result of the occurrence.**

**\*\* If involved in a Level I, II or III preventable accident, minor moving violation points *will not* be assessed in addition to damage points.**

## **Point Assessments:**

Drivers involved in accidents or safety violations may be placed on unpaid administrative leave pending the results of the investigation. The Safety Supervisor will determine the point value of each accident or safety infraction based on the point-scale measuring system set forth in this document after all evidence and information gathered in the investigation is thoroughly documented.

Drivers will then meet with their immediate supervisor and the Safety Supervisor to receive a detailed report of all information gathered relating to the incident including incident, witness, police and damage reports; photographs, and other evidence gathered from the scene. The driver will be given a copy of the points assessed for the infraction and advised as to the number of points on their record.

Points assessed for safety violations and/or number of company-related preventable accidents accrued by **Fulltime employees'** will remain in effect for twelve (12) consecutive months from the date of the occurrence and then be removed. **Part-time employees'** assessed points and/or number of company related accidents will remain in effect for 18 or 24 consecutive months from the date of the occurrence and then be removed.

A driver may request a review of points assessed by the Safety Supervisor by writing a request for appeal letter within three (3) business days (Mon.—Fri.) of the time the point assessment has been received by the driver. The appeal letter should be addressed to the Director of Customer and Community Services and must state the factual basis for the appeal. The Director of Customer and Community Services, or his/her designee, will then convene and chair a Safety Committee final review of the point assessment. The Safety Committee is comprised of drivers, supervisors and management.

Appeals for assessments resulting in the termination of a driver, assuming they are submitted within 3 business days and state the factual basis for the appeal, will be reviewed by a committee convened and chaired by the Executive Director. The committee will be comprised of the Executive Director, the Director of Operations, and a third member of the management team selected jointly by them. Decisions made by the Safety Committee or Executive Director Committee (in the event of a termination) are final.

**Driver Retraining:** Drivers involved in safety infractions will be required to complete a retraining program as determined by the Safety Supervisor and Training Coordinator. Post occurrence training should be completed within five (5) business days of a minor safety violation and as soon as possible after a significant safety infraction. The Safety Supervisor will determine whether a driver may continue in revenue service prior to retraining based on the specifics of each safety violation and insure that all retraining is completed as promptly as possible.

Effective Date: This policy becomes effective October 2006 and replaces the Driver Safety Performance Evaluation Policy revised May 2004.

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**2. Personal Driving Record:** In addition to Special Transit's internal point-scale measuring system, any driver whose personal motor vehicle record is determined to be unacceptable by our insurance provider may not continue to drive on behalf of the company in any capacity (see unacceptable ratings below). Drivers receiving citations in their personal vehicles are required to report them to their supervisor before their next scheduled work day. Special Transit's Safety Supervisor will review all drivers' motor vehicle records on a quarterly basis.

**Driver termination will occur under the following circumstances:**

- Driver receives a major driving violation (includes DUI, failure to stop/report an accident, reckless driving, etc.);
  - Driver accrues more than 5 points on M.V.R. within 24 months;
  - Within 36 months, a driver is involved in 1 at-fault accident\* and receives 3 or greater moving violations, or 2 at-fault accidents and 2 or greater moving violations, or 3 or greater at-fault accidents.
- At-fault accidents include any accident where the driver is cited with a violation, or has negligently contributed to the accident.

**Appeals of Terminations for Personal Driving Record Infractions**

Except for terminations for major driving violations, drivers terminated for excessive points or at-fault accidents may appeal their termination if there are extraordinary circumstances related to their driving records. Drivers must write a “request for appeal letter” within three (3) business days (Mon—Fri.) of the time the termination has been received by the driver. The appeal letter should be addressed to the Director of Customer and Community Services and must state the factual basis for the appeal. If the appeal is determined to contain a substantial factual basis for consideration, a committee convened by the Executive Director will review all information related to the Driver’s personal driving record. All decisions made by the Executive Director committee will be final.

I acknowledge that I have read and understand Special Transit’s Driver Safety Performance Evaluation Policy (Revised, OCTOBER 2006). I also understand that for safety reasons my termination as a driver for Special Transit will occur should I accumulate any of the following on my company and/or personal driving record.

<b>Company Driving Record:</b>	(Circle Division)	<b><i>access-a-Ride</i> Boulder</b>	<b><i>access-a-Ride</i> Denver</b>	<b>call-n-Ride</b>	<b>HOP</b>	<b>Special Transit</b>
➤ Full time employees:		Accumulation of 6 points or 3 preventable accidents in a rolling 12 month period				Initial Status_____
➤ 3/4 time employees:		Accumulation of 6 points or 3 preventable accidents in a rolling 18 month period				Initial Status_____
➤ 1/2 time employees:		Accumulation of 6 points or 3 preventable accidents in a rolling 24 month period				Initial Status_____
➤ Any major violation, or unacceptable rating by our insurance provider						

**Personal Driving Record:**

- My personal Motor Vehicle Record exceeds 5 points within 24 months
- I am determined to be uninsurable by Special Transit’s liability insurance provider

**Employee Signature** \_\_\_\_\_

**Date**\_\_\_\_\_

**Employee Name** (Please Print)\_\_\_\_\_

**Date**\_\_\_\_\_

**Safety Manager Signature** \_\_\_\_\_

**Date**\_\_\_\_\_